



Sarah Taylor

JUNIOR BUYER

(555) 321-7654

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United States, Seattle, WA

SKILLS

Vendor management and communication	Expert
Procurement software (SAP, Oracle)	Expert
Market research and trend analysis	Expert
Data entry and purchase order processing	Expert
Attention to detail and organizational skills	Expert
Strong analytical and problem-solving abilities	Expert
Time management and multitasking	Expert

LANGUAGES

- Italian: Intermediate (Conversational)

PROFESSIONAL SUMMARY

Motivated Junior Buyer with a strong foundation in supply chain management and procurement processes. Eager to leverage analytical skills and vendor management experience to contribute to a dynamic buying team in the retail industry.

EXPERIENCE

June 2024 - Now

Junior Buyer

Nordstrom / United States, Seattle, WA

- Assist in selecting and purchasing merchandise for the retail store, ensuring product variety and stock availability.
- Research market trends to support the buying team in making informed product selections.
- Coordinate with suppliers to ensure timely product delivery and resolve any delivery discrepancies.
- Maintain vendor relationships to ensure consistent product quality and delivery schedules.

January 2023 - May 2023

Procurement Intern

Microsoft / United States, Redmond, WA

- Assisted the procurement team in purchasing office supplies and managing vendor contracts.
- Analyzed supplier performance data to support vendor selection and contract renewals.
- Supported the procurement team in data entry and purchase order creation, ensuring timely delivery of goods.

EDUCATION

2020 - 2024

Bachelor of Arts in Supply Chain Management

University of Washington / United States

- Relevant Coursework:** Procurement and Supply Chain Management, Strategic Sourcing, Operations Management, Business Analytics, Negotiation Techniques

Certified Supply Chain Professional

APICS / Certification Date: May 2024

Microsoft Excel for Business

Coursera / Completion Date: August 2023